U.S. Mission to the United Arab Emirates
U.S. Embassy Abu Dhabi – U.S. Consulate General Dubai
Warden Message # 12/2011: Consular Services in Al Ain May 11, 2011

To U.S. Citizens in Abu Dhabi and Al Ain District:

Consular Services in Al Ain

The consular section of the U.S. Embassy is pleased to announce a visit to Al Ain on Wednesday, May 11, 2011. The venue is the American Studies Corner (ASC) in the UAE University Zayed Central Library. Consular staff will provide routine American citizen services and be available for consultation between 10 a.m. and 1 p.m. Services will include:

Acceptance of passport applications

Complete instructions on passport applications, including forms, can be found online at http://travel.state.gov.

Application forms are also available at the American Studies Corner (ASC). (Write your Al Ain P.O. Box for "Mailing Address" and your U.S. address for "Permanent Address.") You may elect to have your passport sent to you by Emirates Post courier (EmPost) instead of collecting it at the embassy. The new passport will be ready after about 15 days (EmPost delivery charge is 20 dirhams COD).

- Bring your current passport and a copy. We will keep your passport, cancel it, and send it with your new passport by EmPost after about 15 days. If you would like to keep your old passport in the meantime, you must collect your new passport at the Embassy when it is ready.

- Bring 2 photographs that meet the requirements listed on the form (2" x 2").

- All applicants must appear in person for their passport applications.

- For minors under the age of 16, both parents and the minor must appear in person and sign for the minor's passport. If one parent is out of the country, the other parent must present an original notarized consent form (see http://travel.state.gov/passport/forms/ds3053/ds3053_846.html). Please bring an original birth certificate (or a certified copy) for the minor, all previous original passports for the minor (if any), and the parents original passports. Please also provide a copy of each parent's passport and the most recent minor's passport (if any).

- Applicants over the age of 16 but under the age of 18 must appear in person, provide an original birth certificate (or a certified copy), and one parents must accompany and sign for the applicant's passport (both the parent and the minor must bring their original passports and copies).

- First time passport application and replacements for lost or stolen passport for applicants over the age of 16 cost AED 520.00*.   Renewal applications for applicants over the age of 16 cost AED 424.00*. All applications for minors under the age of 16 cost AED 404.00*. For detailed fee information, please refer to the passport information at http://travel.state.gov.

Addition of extra pages into passports

- The application form for Additional Visa Pages is available online and also at the ASC.
http://foia.state.gov/FORMS/Passport/DS4085.pdf

- Bring your passport and the application form

- Your passport will be ready in about a week. You may arrange for it to be sent to you by Emirates Post courier (EmPost) or collected it at the Embassy when ready. (EmPost delivery charge is 20 payable to Empost representative who will be present at the venue).

- The personal appearance of a minor (under age 16) is not required for adding pages. One parent must submit the following documents: Application for Additional Visa Pages, Form DS-4085, original or certified copy of child's birth certificate for proof of parentage, child's current passport.

- Additional passport pages cost AED 316.00*

Notarial services

- Execution of affidavits, attestations, powers-of-attorney, etc.

- Bring an unexpired original photo I.D.

- The fee for each notary seal is AED 193.00*

* Pease bring exact change to avoid inconvenience. We are unable to accept checks or credit cards.

Authentication of documents :

The process of authenticating U.S. documents is done completely in the U.S. Details and contact information for this service are available at: http://abudhabi.usembassy.gov/notary_services.html

We will not be providing authentication services on this trip.

Registration of citizens/Warden Information

- Warden information can be found on our website http://uae.usembassy.gov/

- Registration can be done online at https://travelregistration.state.gov/ibrs

For directions to the venue, please call 03 704 3201 or 03 704 3226 between 8 a.m. and 2 p.m. For consular questions, email us at AbuDhabiACS@state.gov.

Please pass this notice to any U.S. citizen in the Al Ain district.

In Case of Emergency

In the event of an emergency, such as the death or arrest of an American citizen, the Embassy stands ready to assist 24 hours a day. You may contact the duty officers at (+971) (2) 414-2500.

The U.S. Embassy in Abu Dhabi is located in the Embassies District, Plot 38, Sector W59-02, Street No. 4, P.O. Box 4009. Telephone: (+971) (2) 414-2200, fax: (+971) (2) 414-2241, email:

abudhabiacs@state.gov, on the web: http://abudhabi.usembassy.gov. For after-hours emergencies in Abu Dhabi, call (+971) (2) 414-2500 and ask for the Abu Dhabi Duty Officer.

Both the U.S. Embassy in Abu Dhabi and the U.S. Consulate General in Dubai remain open for routine services. In the event of an emergency, such as the death or arrest of an American citizen, the Embassy and Consulate General stand ready to assist 24 hours a day. You may contact the duty officers at +971-2-414-2500

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The U.S. Consulate General in Dubai is located on the 21st floor of the Dubai World Trade Center, P.O. Box 9343. Telephone: (+971) (4) 311-6000, fax: (+971) (4) 311-6213, email: dubaiwarden@state.gov, on the web: http://dubai.usconsulate.gov. For after-hours emergencies in Dubai or the Northern Emirates, call (+971) (2) 414-2500 and ask for the Dubai Duty Officer.